

POSITION DESCRIPTION

Position Title	Impact and Evaluation Officer		
Organisational Unit	ACU Engagement		
Functional Unit	ACU Engagement		
Nominated Supervisor	Head of ACU Engagement		
Classification	HEW 7		
CDF Level	CDF1	Position Number	10611100
Attendance Type	Full Time	Date reviewed	26-AUG-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)

- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT ACU ENGAGEMENT

As a Catholic university, ACU is a university of service. Inspired by our mission, we stand up for people in need and causes that matter. Because of this we are proud to be a sector leader in community engagement.

ACU Engagement is responsible for the development and implementation of ACU's Community Engagement Strategy that includes integration of community engagement into ACU's teaching and learning, research, and outreach across all Faculties and organisational units; contribution and expansion of community stakeholder relationships; and, broadening and deepening community engagement as a defining representation of the University's mission.

ACU Engagement collaborates with Campus Ministry, Faculties, Research Institutes and other operational units in order to achieve enhanced opportunities for our staff and students to experience community engagement that is both academically rich and exemplifies the principles of Catholic Social Teaching.

ACU Engagement also works to provide opportunities for ACU staff, students, and affiliates to contribute to their community in a manner that meets their skills, capabilities, and capacity; and to provide opportunities for our partner organisations to access the skills and resources of ACU to achieve goals that are mutually beneficial and in accord with our mission.

POSITION PURPOSE

This position provides timely and systematic evaluation of ACU's Community Engagement Program for the purposes of facilitating continuous improvement and documenting impact of community engagement activities on multiple stakeholders (e.g. students, staff and community partners).

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Work with the Head of ACU Engagement and ACU internal and external stakeholders in developing, monitoring, and evaluating university-wide community engagement plans.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop community engagement tracking and evaluation processes, procedures and mechanisms that are coherent with university central strategic planning and monitoring and evaluation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Assist leaders within ACU Engagement with the planning, analysis, interpretation and dissemination of impact and evaluation data to document outcomes and facilitate continuous improvement of ACU's Community Engagement Program.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Identify and develop appropriate evaluation methodologies for analysing and assessing community engagement activities.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop systems of evaluation using a range of quantitative and qualitative data measures to support and measure outcomes and impact.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage and coordinate progress reports, final reports and associated documentation pertaining to the demonstration of community engagement outcomes and impact across the university.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Monitor and ensure evaluation is implemented in accordance with ACU policy and procedures and that projects are progressed as planned in terms of tasks and deadlines.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Facilitate the system-wide tracking and evaluation of community engagement activities in collaboration with the National Manager, Planning and Analysis, the Head of ACU Engagement, and the Directors, Strategy and Operations of ACU's Professional Services Hubs.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Effectively manage, analyse and interpret data to inform ACU's community engagement activities and practices; ensure effective communication regarding the outcomes and impact of ACU's community engagement activities; and produce relevant statistics, analyses and reports for different target audiences.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Liaise effectively with key stakeholders (external and internal to ACU) to promote community engagement evaluation objectives and initiatives.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
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The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Postgraduate (preferably) qualifications in education or social sciences or related discipline with subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training as pertaining to monitoring and evaluation. • Experience - Demonstrated experience in managing monitoring and evaluation projects including the production of high-quality final reports. • Experience - Demonstrated experience evaluating community-based programs or university-community engagement programs. • Skill - High level planning and organisational skills, with the ability to manage a number of projects at one time, achieve required outcomes and meet deadlines in a high-pressure environment. • Knowledge - Demonstrated experience and ability to develop an evaluation approach using a range of quantitative and qualitative data measures.
Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	<p>Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.</p>
Working with Children and vulnerable adults check	<p>Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.</p>

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

